

Missouri*Career*Source.com

Online Services for Job Seekers



Missouri*Career*Source.com
Where Talent and Opportunities Meet

Training Guide

Revised January 2009
DWD Skill Development Center

Table of Contents

Missouri <i>CareerSource</i> .Com - Home Page-----	3
Missouri <i>CareerSource</i> .Com - Log In Page -----	4-5
Rules of Use -----	6
Registration Step 1 (Create Job Seeker User) -----	7
Registration Steps (Seeker Info to Veteran)-----	8 -20
Job Seeker / Home Page-----	21
Job Search – Search Results – Save Searches -----	22-25
Job Seeker Referrals -----	26-28
Seeker Info -----	29
Employment-----	30-33
Education -----	34-35
Skills-----	36-37
Veteran -----	38
Job Search w/o Logging into System -----	39
Forgot User Name / Reset Password -----	40-41
Missouri <i>CareerSource</i> .Com Helpful Hints-----	42

MissouriCareerSource.com Home Page

Missouri Career Source - Microsoft Internet Explorer

Address: <https://train.missouricareersource.com/mcs/mcs/default.seek>

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Contact your nearest Career Center for assistance: Call 1-888-728-JOBS.

Additional Resources:

- Locate a Missouri Career Center
- State Workforce Board
- Partners in Workforce Excellence
- Veterans' Services
- O'Net online

NOTICE!

- JOB FAIR LISTING
- Missouri Employment "Did you Know?"
- Missouri Hot Jobs!

Job Seeker	Employer	Workforce Professional
Are you an individual who is looking for that first job, your next job, or just a better job?	Are you looking for the perfect candidate?	Are you looking for Missouri's workforce policies, reports and other information?
<ul style="list-style-type: none">Job SearchingCareer ResourcesSkill Development	<ul style="list-style-type: none">Job PostingFinancial IncentivesSkilled Workforce Initiative	<ul style="list-style-type: none">The WorkSmart Missouri resource website provides Workforce Intelligence for the Workforce Professional.
Continue	Continue	Continue
11,432 Openings Currently Available	Job Seeker Education Levels: <ul style="list-style-type: none">118,938 with a Bachelors degree28,206 with a Masters degree3,464 with a PhD	

State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us

At the MissouriCareerSource.com home page (<https://www.missouricareersource.com/mcs/mcs/default.seek>), a Job Seeker may begin the log in process by simply clicking on the "Job Seeker" link (1) or clicking on the "Continue" button under the "Job Seeker" column (2).

MissouriCareerSource.com Log In Page

The screenshot shows the MissouriCareerSource.com website. At the top, the logo features a map of Missouri with a globe, and the text "MissouriCareerSource.com" and "Where Talent and Opportunities Meet". Below this is a green navigation bar with links: Home, Job Seeker, Employer, and Workforce Professional. A blue banner below the navigation bar says "Contact your nearest Career Center for assistance: Call 1-888-728-JOBS." Below the banner are three small photos of people. A red box highlights a text area that says: "Once a Job Seeker has registered, they will enter the username and password they created to login." Below this, the page is divided into three main sections. The left section, titled "Additional Resources:", lists links: "Locate a Missouri Career Center", "State Workforce Board", "Partners in Workforce Excellence", "Veterans' Services", and "O'Net online". Below this is a "NOTICE!" box with a link to "Job Seeker FAQ". The middle section, titled "Already Registered with Missouri Career Source?", contains a login form with fields for "Enter Username:" and "Enter Password:", a "Sign In" button, and a link "Did you forget your Username/Password?". Below this is a section titled "Not Registered with Missouri Career Source?" with a link "Job Seekers Register & Create an Account" circled in red. The right section, titled "Resources", lists links: "Browse Job Openings" (1), "File a UI Claim" (2), "Complete Four Week Reporting" (3), "Find a Training Provider" (4), "Apply for a Job with the State of Missouri" (5), "Search Jobs Nationwide" (6), and "Research Economic Information" (7). Red arrows point from the numbered boxes to the corresponding links. At the bottom of the page, a footer contains links: "State of Missouri", "Department of Economic Development", "Division of Workforce Development", "Privacy Policy", and "Contact Us".

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri

Home Job Seeker Employer Workforce Professional

Contact your nearest Career Center for assistance: Call 1-888-728-JOBS.

Once a Job Seeker has registered, they will enter the username and password they created to login.

Additional Resources:

- Locate a Missouri Career Center
- State Workforce Board
- Partners in Workforce Excellence
- Veterans' Services
- O'Net online

NOTICE!

Job Seeker FAQ

Already Registered with Missouri Career Source?

Enter Username:

Enter Password:

Sign In

Did you forget your Username/Password?

Not Registered with Missouri Career Source?

Job Seekers Register & Create an Account

Resources

- Browse Job Openings (1)
- File a UI Claim (2)
- Complete Four Week Reporting (3)
- Find a Training Provider (4)
- Apply for a Job with the State of Missouri (5)
- Search Jobs Nationwide (6)
- Research Economic Information (7)

Whether you are searching for someone with the talent to meet your needs, or the opportunity to put your talent to work, MissouriCareerSource.com is your place to start!

State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us

From the Login page a seeker can **Browse Job Openings, Register/Create an Account, Reset their Password or Login to the system.**

MissouriCareerSource.com Log In Page: Resources—these may be accessed without logging into MissouriCareerSource.

On the right hand side of the log in page, Job Seekers will find links to a variety of available resources:

- 1) If a Job seeker does not want to register they can still search for jobs by clicking the “Browse Job Openings” link. This will allow them to see job openings without registering **but will not** provide them referral instructions.
- 2) A Job Seeker may file a UI (Unemployment Insurance) claim by clicking on this link. Clicking on this link takes the Job Seeker to the Missouri Department of Labor and Industrial Relations website (https://www.ui.dolir.mo.gov/som/IC_0010.htm) where they will find the steps to filing their claim.
- 3) A Job Seeker may also “Complete Four Week Reporting” for UI benefits. To do this, the Job Seeker **MUST** be registered and login.
- 4) If a Job Seeker is interested in training possibilities, they may access the Missouri Education and Career Hotlink by clicking this link (<https://www.missouricareersource.com/mech/>).
- 5) By clicking on this link, the Job Seeker may apply for jobs with the State of Missouri through the EASe electronic application system (<http://www.ease.mo.gov/index.shtml>)
- 6) **Job Central** is the National Job Bank System. Any MissouriCareerSource Job Seeker may search for jobs through Job Central’s website (<http://www.jobcentral.com/>) by clicking on the “Search Jobs Nationwide” link.
- 7) Job Seekers may find a vast array of information related to careers and job searches by clicking on the “Research Economic Information” link. This information is found at the Missouri Economic Research and Information Center (MERIC) website (http://www.missourieconomy.org/customer/jobseeker_wfd.stm).

For a returning Job Seeker (one who has already established an account):

- 1) The Job Seeker enters their Username and Password, then clicks on the Sign In button.

For a Job Seeker opening a new account:

- 1) The Job Seeker should click on the “Job Seekers Register & Create an Account”

NOTE:

If the Job Seeker has an existing web account (this may have been done in Missouri-Works!, Great Hires, or through an automatic file transfer from Family Services Division or UI), the Seeker’s enrollment must exactly match with the Social Security Number, Last Name, Date of Birth, and Gender information provided. In many cases, when a Job Seeker is having difficulty creating an account, or retrieving Login information, the problem is related to the existing web account.

MissouriCareerSource.com Rules of Use Page



MissouriCareerSource.com

Where Talent and Opportunities Meet

State of Missouri -

[Home](#) [Job Seeker](#) [Employer](#) [Workforce Professional](#)

Missouri Division of Workforce Development's Employer Job Listing and Job Seeker Search System!

Here you have the ability to:

- Access MissouriCareerSource 24 hours a day, 7 days a week
- Search for job openings based upon your individual qualifications
- View electronic Job Orders and referral information for job openings whose qualifications you meet
- Search new Job Orders added to MissouriCareerSource daily
- Create an electronic Job Seeker Summary that is searchable by Missouri employers

No other website can match the amount of resources about jobs in Missouri - that is why MissouriCareerSource is Missouri's Job Connection!

For your protection, employers using MissouriCareerSource must adhere to the following:

- They cannot charge a fee to provide a job seeker access to a job referral
- If a salary is specified for a Job Order, it must be at least minimum wage according to Department of Labor standards
- They cannot ask job seekers to purchase any materials or charge a fee as a requirement for being considered for a job
- They cannot use this service to recruit replacement workers in a labor dispute
- They cannot resell or repost Job Seeker Summaries found on this website; such resale or reposting violates an individual's privacy
- They cannot list a job that requires a specific gender, age, and/or religious preference unless it is a bona fide job requirement

If you feel an employer has violated any of the aforementioned policies, please contact a local Missouri Career Center for additional information.

The information you submit is only used for the specific purpose for which it is intended. We do not disclose, give, sell or transfer any personal information about our visitors, unless required for law enforcement or statute.

Information provided on this website is for the exclusive use of employers to connect with job seekers and job seekers to obtain referrals for job openings. These services depend on the exchange of accurate and timely information. We make every effort to encourage employers to keep their information up to date. We depend on you to do the same with your information.

We reserve the right to refuse service to any job seeker who provides inaccurate or inappropriate information. We also purge old information in accordance to an established schedule.

Violations of these policies could result in the loss of access privileges.

☐ I agree with the above.

Rules of Use:

This page reviews the benefits of using this site and the rights and responsibilities of the Seeker and Employer while using the site.

Users must click the **"Accept"** checkbox to advance to the next screen.

[Missouri Career Source Home](#) | [State of Missouri](#) | [Department of Economic Development](#) | [Division of Workforce Development](#) | [Privacy Policy](#) | [Contact Us](#) | [Missouri Career Centers](#)

MissouriCareerSource.com Job Seeker Entry Page

Missouri Career Source - Microsoft Internet Explorer

Address: <https://train.missouricareersource.com/mcs/seeker/policies.seek>

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri - Matt Blunt, Governor

Home Job Seeker Employer Workforce Professional

Create Job Seeker User

*User Name (4 to 16 characters)

*Password (4 to 16 characters, case sensitive)

*Confirm Password

*Name First Name M Last Name

*SSN

*Confirm SSN

*Date of Birth (ex mm/dd/yyyy)

*Gender ☐ Male ☐ Female

*Indicates Required field or entry

Next Cancel

Remember:
Any field noted with a "*" is a field that must be completed.

Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Create Job Seeker User:

Any information a Job Seeker enters on this page should match the information that was entered in the system when the seeker registered.

The following information **must match** the existing record in the system:

- Name
- SSN
- Date of Birth
- Gender

MissouriCareerSource.com Job Seeker Entry/Seeker Info Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals **Seeker Info** Employment Education Skills Veteran

■ Thank you for registering with our site. Please take a few minutes to complete the registration wizard. Information you provide will only be used to provide you with the best service we can.

General Information

Name: TONYTIGER

Date Of Birth: 6/6/1976 (ex: mm/dd/yyyy)

Gender: ☒ Male ☐ Female

Email:

Confirm Email:

Would you like employers to view your Resume/Profile on our Website? Yes ☐ No ☒

Mailing Address

Address:

City:

State: Missouri

Zip Code:

Telephone

Home Phone:

Cell Phone:

Work Phone:

Other Phone:

Citizenship

Are you a citizen or otherwise legally eligible to work in the United States? Yes ☐ No ☒

Alien Registration Number: A

Next

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Seeker Info, page 1:

Seekers must complete all the registration fields with a "*" to activate their web account. They are not required to complete all pages at once. If they choose to "Logout" before they finish, the next time the seeker logs into the site, they will be taken to the next information page they have yet to complete.

Clicking the "Next" button will save the information and take the seeker to the next page of the registration process.

Note: The system will not allow the seeker to click on other tabs and move to a different page. They must complete the whole registration process before the tabs can be used.

MissouriCareerSource.com Job Seeker Entry/Seeker Info Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals **Seeker Info** Employment Education Skills Veteran

Edit Availability Information

Minimum Desired Wage Daily
Commission / Piece rate ☐ Yes ☒ No
Availability ☒ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal ☐ PRN
Shifts ☐ Day ☐ Evening ☐ Night ☐ Rotating ☐ Split
Will Work Saturdays ☐ Yes ☒ No
Will Work Sundays ☐ Yes ☒ No
Will Live at Worksite ☐ Yes ☒ No
Maximum pounds you can lift on a regular basis
Are you willing to relocate ☐ Yes ☒ No

State Required Information

Are you currently employed ☐ Yes ☒ No
Are you currently in school ☐ Yes ☒ No
Years of Education Completed
Seasonal Farm Worker ☐ Yes ☒ No
Migrant Farm Worker
Disabled ☐ Yes ☒ No
Ethnicity/Race ☐ Hispanic
☐ White (including origins from Europe, Middle East or North Africa)
☐ Black or African American
☐ American Indian or Alaska Native (South/Central/North American Native)
☐ Asian
☐ Native Hawaiian or other Pacific Islander

Transportation Information

Drivers License ☐ None ☐ Operators ☐ Commercial
CDL Class
Endorsement
Access To Vehicle ☐ Yes ☒ No

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us
Missouri Career Centers

Seeker Info, page 2:

This page allows the Job Seeker to enter information about their Work Availability and Transportation related information. This page also has a section for State/Federal required information.

Clicking the “**Next**” button will save the information and take the seeker to the next page of the registration process.

Note: If a Job Seeker has information already in the system, that information will populate on each page of the registration process as appropriate. If the information has changed, the Job Seeker can update the information.

MissouriCareerSource.com Job Seeker Entry/Employment Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info **Employment** Education Skills Veteran

Edit Employment History

*Employer Name

*Job Title

City MO

*Employed Dates To (ex: mm/yyyy) Leave "To" Date Blank for Current Job

Exclude from Resume/Profile ☐

*Job Description

Punctuation/Spelling is important.

Limited to 500 characters

Employment History

Employer Name	Job Title	Start Date	End Date	Resume	Options
---------------	-----------	------------	----------	--------	---------

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Employment, page1:

This page allows the Job Seeker to enter Employment History information. Users can enter an employment record and then click **"Add Another"** to submit more employment records.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

MissouriCareerSource.com Job Seeker Entry/Employment Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills Veteran

Edit Employment History

*Employer Name

*Job Title

City MO

*Employed Dates To (ex: mm/yyyy) Leave "To" Date Blank for Current Job

Exclude from Resume/Profile ☐

*Job Description

Punctuation/Spelling is important.

Limited to 500 characters

Save Cancel

Employment History

Employer Name	Job Title	Start Date	End Date	Resume	Options
YMCA of Callaway County	Instructor/Personal Trainer	10/2007		Y	edit delete
Office of Administration State of Missouri	CIT II	9/1996		Y	edit delete
First Baptist Church	Financial Secretary	11/1984	3/1986	Y	edit delete

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us

Employment, page 2:

Additional **Employment History** may be added at anytime. Once the Job Seeker inputs the information it is stored by clicking on the **Save** button.

The **Employment History** section of the page displays the employment history records that have already been entered. Notice that records can be **edited** or **deleted**.

MissouriCareerSource.com Job Seeker Entry/Employment

Home Search Referrals Seeker Info **Employment** Education Skills Veteran

Desired Job Titles

You may select up to 20 Desired Job Titles.
2 Desired Job Titles selected.

Search **Tree** **All**

Enter keywords to search for Job Titles: 8 Job Titles found.

Job Title	# of Jobs
Farm, Ranch, and Other Agricultural Managers	0
Business Teachers, Postsecondary	1
Slaughterers and Meat Packers	1
Commercial and Industrial Designers	0
Farmers and Ranchers	4
Securities, Commodities, and Financial Services Sales Agents	0

1 → **Selected Desired Job Titles**

Job Title	Months Experience	Year Last Worked	Options
Market Research Analysts	<input type="text" value="98"/>	<input type="text" value="2008"/>	delete
Marketing Managers	<input type="text" value="84"/>	<input type="text" value="2008"/>	delete

Employment, page 3:

On this page the Job Seeker selects their Desired Occupations. They can select occupations using a **Key Word Search**, **Tree** search or Listing **All** Occupations.

Selected Desired Job Titles (1, above) displays the occupation records that are already selected. When an Occupation record is selected, the Job Seeker is required to enter the **Months Experience** they have worked for that occupation record and the **Year Last Worked**. Zero can be entered for records with no work experience.

Notice that records can also be **deleted**.

Clicking the **“Next”** button will save the information and take the seeker to the next page of the registration process.

MissouriCareerSource.com Job Seeker Entry/Education Page

Home Search Referrals Seeker Info Employment **Education** Skills Veteran

Education History

*School Name

*Degree Awarded

City , MO

Country

Completion Date (ex: mm/yyyy)

Major

Minor

School Name	Degree	Completion Date	Major - Minor / Course of Study	Options
Tiger Tech	Bachelors		Marketing - Business Administration/Management	<input type="button" value="edit"/> <input type="button" value="delete"/>

Education, page 1:

This page allows the Job Seeker to enter their **Education History** information. They enter the education record and then select “**Add Another**” to add more education records.

Education History displays the education records that have already been entered. Notice that records can be **edited** or **deleted**.

Clicking the “**Next**” button will save the information and take the seeker to the next page of the registration process.

NOTE: To enter a degree awarded, click on the dropdown menu arrow and choose a degree from the list provided. To select a Major or Minor area of study, click on “Choose a Major” or “Choose a Minor” (arrows above) and choose an area of study from the list provided.

MissouriCareerSource.com Job Seeker Entry Page

The screenshot shows the MissouriCareerSource.com website. The header includes the logo, the text "MissouriCareerSource.com Where Talent and Opportunities Meet", and the text "State of Missouri -". Below the header is a green navigation bar with links: Home, Job Seeker, Employer, and Workforce Professional. Below this is a blue navigation bar with links: Home, Search, Referrals, Seeker Info, Employment, Education (highlighted with a red circle), Skills, and Veteran. The main content area is titled "Alternate Education History" and contains a form with the following fields: School Name, Description, City, Country, and Completion Date (with a dropdown menu for MO and a text input for the date). Below the form are two buttons: "Add Another" and "Next", both highlighted with red circles. Below the buttons is a table titled "Alternate Education History" with columns: School Name, Type of Education, Completion Date, Location, and Options. A red arrow points to the table. At the bottom of the page is a footer with links: Logout, Missouri Career Source Home, State of Missouri, Department of Economic Development, Division of Workforce Development, Privacy Policy, Contact Us, and Missouri Career Centers.

MissouriCareerSource.com
Where Talent and Opportunities Meet
State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment **Education** Skills Veteran

Alternate Education History

School Name
Description
City MO
Country
Completion Date (ex. mm/yyyy)

Add Another Next

Alternate Education History

School Name	Type of Education	Completion Date	Location	Options
-------------	-------------------	-----------------	----------	---------

Logout Missouri Career Source Home State of Missouri Department of Economic Development Division of Workforce Development Privacy Policy Contact Us Missouri Career Centers

Education, page 2:

This page allows the Job Seeker to enter any **Alternate Education History** information. They can enter the education record and then select the “**Add Another**” to add more education records.

Alternate Education History displays the education records that have already been entered. (This is displayed in the area marked with the arrow above.)

Clicking the “**Next**” button will save the information and take the seeker to the next page of the registration process.

MissouriCareerSource.com Job Seeker Entry Page

The screenshot shows the MissouriCareerSource.com website. The header includes the logo and the tagline "Where Talent and Opportunities Meet". The navigation bar has links for Home, Job Seeker, Employer, and Workforce Professional. Below this, a secondary navigation bar includes Home, Search, Referrals, Seeker Info, Employment, Education (highlighted with a red circle), Skills, and Veteran. The main content area is titled "Licenses & Certifications" and contains a form with fields for Type (Certificate), State (MO), Received / Renewed Date, and License or Certification. A red arrow points to the "<Choose A License/Certificate>" dropdown menu. Below the form are "Add Another" and "Next" buttons, both circled in red. A table below the form shows existing entries with columns for Type, Lic. or Cert., Received/Renewed, and State. A red line connects the "Next" button to the table below.

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment **Education** Skills Veteran

Licenses & Certifications

Type Certificate
State MO
Received / Renewed Date
License or Certification <Choose A License/Certificate>

Add Another Next

Licenses & Certifications

Type	Lic. or Cert.	Received/Renewed	State
------	---------------	------------------	-------

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Education, page 3:

This page allows the Job Seeker to enter **Licenses or Certificates** which they have obtained. They can select a **License or Certificate** by clicking **<Choose a License/Certificate>** (see arrow above) and selecting from the list. Use the "Add Another" to select additional Licenses/Certificates. At the "Add Another" screen, "Save" and "Cancel" buttons appear for new entries.

NOTE: License & Certifications that have already been entered are displayed here. The Job Seeker may edit or delete these entries at any time.

Licenses & Certifications				
Type	Lic. or Cert.	Received/Renewed	State	
CPR	Certificate	8/2008	MO	edit delete

Clicking the "Next" button will save the information and take the seeker to the next page of the registration process.

MissouriCareerSource.com Job Seeker Entry/Skills Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills Veteran

Additional Accomplishment

Description

Limited to 60 characters

Add Another Next

Additional Accomplishments

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Skills, page 1:

This page allows the Job Seeker to enter their **Accomplishments**. They enter accomplishments and then select the “**Add Another**” to add more records.

Additional Accomplishments displays the records that have already been entered. The Job Seeker may edit or delete these entries at any time.

Additional Accomplishments	
American Red Cross CPR/AED Certified	edit delete
Leadership Development Trainer	edit delete
Offender Workforce Development Specialist Certified	edit delete
YMCA Personal Trainer Certification	edit delete

Clicking the “**Next**” button will save the information and take the seeker to the next page of the registration process.

MissouriCareerSource.com Job Seeker Entry/Skills Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills Veteran

Skill Tree

Please indicate the skills/abilities you can demonstrate to an employer upon referral. You can choose a maximum of 30 skills.
0 skills selected.

<input type="checkbox"/> Admin Support / Office	<input type="checkbox"/> Equipment Owned	<input type="checkbox"/> Programming Tools
<input type="checkbox"/> Banking	<input type="checkbox"/> Carpentry Hand Tools	<input type="checkbox"/> Access
<input type="checkbox"/> Bookkeeping / Accounting	<input type="checkbox"/> Cement Tools	<input type="checkbox"/> C++
<input type="checkbox"/> Collections	<input type="checkbox"/> Drywall Tools	<input type="checkbox"/> COBOL
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Electrical Tools	<input type="checkbox"/> DELPHI
<input type="checkbox"/> General Office	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Dream Weaver
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Machining Tools	<input type="checkbox"/> Flash
<input type="checkbox"/> Insurance	<input type="checkbox"/> Mechanic Tools	<input type="checkbox"/> Front Page
<input type="checkbox"/> Legal Terminology	<input type="checkbox"/> Own Truck	<input type="checkbox"/> HTML
<input type="checkbox"/> Medical Terminology	<input type="checkbox"/> Painting Tools	<input type="checkbox"/> JAVA
<input type="checkbox"/> Quarterly Taxes	<input type="checkbox"/> Plumber Tools	<input type="checkbox"/> Oracle Database
<input type="checkbox"/> Ten Key	<input type="checkbox"/> Sheet Metal Tools	<input type="checkbox"/> Visual Basic
<input type="checkbox"/> Computer Software	<input type="checkbox"/> Steel-toed Boots	<input type="checkbox"/> XML
<input type="checkbox"/> DBASE	<input type="checkbox"/> Welding Tools	<input type="checkbox"/> Service Industry
<input type="checkbox"/> EXCEL	<input type="checkbox"/> General	<input type="checkbox"/> Cash Handling
<input type="checkbox"/> LINUX	<input type="checkbox"/> Computer Literate	<input type="checkbox"/> Cashier
<input type="checkbox"/> LOTUS/LOTUS Notes	<input type="checkbox"/> Industrial Truck Driver	<input type="checkbox"/> Child Care
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Internet Knowledgeable	<input type="checkbox"/> Conflict Management
<input type="checkbox"/> Peachtree	<input type="checkbox"/> Interstate Truck Driver	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Power Point	<input type="checkbox"/> Local Truck Driver	<input type="checkbox"/> Food Preparation
<input type="checkbox"/> Presentations	<input type="checkbox"/> Sales	<input type="checkbox"/> Food Service
<input type="checkbox"/> Print Shop	<input type="checkbox"/> Technical Writing	<input type="checkbox"/> Janitorial / Cleaning
<input type="checkbox"/> Quattro-Pro	<input type="checkbox"/> Telemarketing	<input type="checkbox"/> Retail Sales
<input type="checkbox"/> Quick Book For Windows	<input type="checkbox"/> Warehouse / Production	<input type="checkbox"/> Welding
<input type="checkbox"/> UNIX	<input type="checkbox"/> Languages You Are Fluent In Other Than English	<input type="checkbox"/> Aluminum Welding
<input type="checkbox"/> Windows	<input type="checkbox"/> Arabic	<input type="checkbox"/> MIG Welding
<input type="checkbox"/> Construction / Industrial	<input type="checkbox"/> Bosnian	<input type="checkbox"/> Pipe Welding
<input type="checkbox"/> Backhoe/Trackhoe	<input type="checkbox"/> Chinese	<input type="checkbox"/> Stainless Steel Welding
<input type="checkbox"/> Blueprint Reading	<input type="checkbox"/> French	<input type="checkbox"/> Structural Steel Welding
<input type="checkbox"/> Bulldozer/Grader	<input type="checkbox"/> German	<input type="checkbox"/> TIG Welding
<input type="checkbox"/> Cabinetry	<input type="checkbox"/> Hindi	
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Hmong	
<input type="checkbox"/> Cement	<input type="checkbox"/> Italian	
<input type="checkbox"/> Crane Operator	<input type="checkbox"/> Japanese	
<input type="checkbox"/> Drywall	<input type="checkbox"/> Korean	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Portuguese	
<input type="checkbox"/> Forklift	<input type="checkbox"/> Russian	
<input type="checkbox"/> Machining	<input type="checkbox"/> Samoan	
<input type="checkbox"/> Mining	<input type="checkbox"/> Sign Language	
<input type="checkbox"/> PLC (Program Logic Control)	<input type="checkbox"/> Somali	
<input type="checkbox"/> Solder by Hand	<input type="checkbox"/> Spanish	
	<input type="checkbox"/> Swahili	
	<input type="checkbox"/> Tagalog	
	<input type="checkbox"/> Ukrainian	
	<input type="checkbox"/> Vietnamese	

Next

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Skills, page 2:

This page allows the Job Seeker to select their **Skills/Equipment** from the check boxes on the page.

The Job Seeker can select up to 30 of the Skills/Equipment options from the list. There is a counter at the top of the page that shows how many of the boxes have been checked. When someone tries to select more than 30 of the boxes they will get a message letting them know that they are limited to 30.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills **Veteran**

Veteran Information

Are you a veteran? ☐ Yes ☒ No

Are you a Spouse of a Veteran who; (a) was killed in Action or is currently listed as missing in action, or (b) died because of a service connected disability, or (c) is 100 percent disabled because of a service related injury? ☐ Yes ☒ No

Are you the spouse of a deployed Missouri National Guard or Reserve member? ☐ Yes ☒ No

Next

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Veteran page:

This page allows the Job Seeker to select their **Veteran** status.

If the Job Seeker is not a veteran, they select **No** and the registration process is complete. If the Job Seeker is a Veteran, they should select **Yes** and click the **Next** button. Clicking the **"Next"** button will save the information and completes the registration process for the non-Veteran.

Veteran Job Seekers, or spouses of Veterans, will select **YES** and, after clicking **NEXT**, will need to complete the information on the **Veteran** page (see example, page 19).

MissouriCareerSource.com Job Seeker Entry/Veteran Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills **Veteran**

Veteran Information

Veteran Type

☐ Not a Veteran

☐ Service connected disability, 30% or more

☐ Service connected disability, less than 30%

☐ Veteran

☐ Member of a Guard or reserve unit that was activated under a presidential order under Title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

Was your enlistment ended due to disability? ☐ Yes ☒ No

Campaign Badge ☐ Yes ☒ No

Are you a Spouse of a Veteran who; (a) was killed in Action or is currently listed as missing in action, or (b) died because of a service connected disability, or (c) is 100 percent disabled because of a service related injury. Use veterans' service dates.

☐ Yes ☒ No

Are you a Missouri citizen who is the spouse of a currently deployed National Guard or Reserve member or whose spouse returned from deployment within the past year? ☐ Yes ☒ No

Transitioning Veteran Type

Choose **Discharge** if your projected date of separation for discharge is in the next 12 months. Choose **Retirement** if you projected date of separation for retirement is in the next 24 months.

Branch of Service

Service Dates - (ex: mm/dd/yyyy - mm/dd/yyyy)

Press the save button to enter more veteran service dates

Are you a homeless veteran? ☐ Yes ☐ No

Finish

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Veteran Job Seekers, or spouses of Veterans, will need to complete the information on the this page.

Clicking the “**Finish**” button will save the information and complete the registration process.

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills Veteran

Registration Complete
Congratulations! You've completed your registration. Click on one of the search tabs to begin your job search.

Next Print My Resume/Profile

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us

Registration Complete:

When the Registration is complete, the page will display a message so the Job Seeker knows they have completed the process. All of the tabs are now accessible. Clicking the **Next** button will take you to the seeker **Home** page.

The Job Seeker may print their Resume/Profile by clicking on the appropriate button.

MissouriCareerSource.com Job Seeker Home Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills Veteran

General Information
TONY TIGER
3333 STRIPED BACK WAY
JEFFERSON CITY, MO 65101
TTiger@hotmail.com
Edit My Information
View My Resume/Profile
Additional Services
Online Assessment
Change My Password
Do you want DWD to notify you about job openings?
☐ Yes ☒ No

Quick Job Search
Enter Keywords to Search Jobs
OR Enter the Job Order Number

☐ Search by Missouri Career Center ☐ Search within Region ☐ Search by Zip Code
Select by Missouri Career Center
Select by Region
advanced search

Job Search Activity

Real Estate Examiner I	12/22/2008
\$28,596.00 - \$30,096.00 YearlyJEFFERSON CITY, MO, 65109	
Market Channel Leader- International	11/17/2008
JEFFERSON CITY, MO, 65101	
Customer Service Rep	12/22/2008
JEFFERSON CITY, MO, 65109	
Sales Professional	12/18/2008
\$30,000.00 - \$35,000.00 YearlyJEFFERSON CITY, MO, 65109	
CONSUMER SOLUTIONS REPRESENTATIVE	11/26/2008
\$11.00 Hourly JEFFERSON CITY, MO, 65101	

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us
Missouri Career Centers

Job Seeker Home Page:

The Home page allows the Job Seeker to view their **General Information**. The links in the “**General Information**” section of the page allow the Job Seeker to “**Edit My Information**”, “**View My Resume/Profile**”, access “**Additional Services**”, complete “**Online Assessments**”, and “**Change My Password**”. DWD will also notify the user about job openings if the “**Yes**” radio button is selected.

The Home page also allows the Job Seeker to do **Quick Job Searches** and view some of their recent job referrals under **Job Search Activity**. All tabs are available for the seeker to click and make edits/updates to their record. Clicking the “**advanced search**” link will open the Job Search page and take the seeker to the second tab (Job Search).

MissouriCareerSource.com Job Seeker Search Page

The screenshot shows the MissouriCareerSource.com Job Seeker Search Page. The page has a green header with the site logo and navigation links: Home, Job Seeker, Employer, and Workforce Professional. Below the header is a blue navigation bar with links: Home, Search, Referrals, Seeker Info, Employment, Education, Skills, and Veteran. The main content area is titled "Job Lists" and "by Region". It features a search bar with the text "Enter words to search for in jobs OR Enter the Job Order Number" and a "Search" button. Below the search bar are two main sections: "Search By Location" and "Search Details". The "Search By Location" section includes radio buttons for "Search within Zip Code", "Search within miles of Zip Code", "Search within County", "Search within a Missouri Career Center", "Search within Region", and "Search Statewide". The "Search Details" section includes dropdown menus for "Minimum Wage", "New Jobs in Last", "Shift", "Availability", "Days Off", and "Sort Jobs". Below these sections is a "Search By Job Titles" section with radio buttons for "All job titles", "My desired job titles", and "Select job titles". At the bottom of the page, there is a "No Saved Searches" section with "Load" and "Delete" buttons. Red callouts with numbers 1 through 4 point to specific features: 1 points to the "Search By Location" section, 2 points to the "Search Details" section, 3 points to the "Search By Job Titles" section, and 4 points to the "No Saved Searches" section.

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills Veteran

Job Lists
• by Region

Enter words to search for in jobs OR
Enter the Job Order Number

Search

Search By Location

☐ Search within Zip Code 65101

☐ Search within miles of Zip Code 65101

☐ Search within County Select a county

☐ Search within a Missouri Career Center
Select a Missouri Career Center

☐ Search within Region
Select a region use map

☒ Search Statewide

Search Details

Minimum Wage: Hourly

New Jobs in Last days

Shift: Any

Availability: Any

Days Off: ☐ Mo ☐ Tu ☐ We ☐ Th ☐ Fr ☐ Sa ☐ Su

Sort Jobs: Newest Jobs First

Search

Search By Job Titles

☒ All job titles ☐ My desired job titles ☐ Select job titles

Search

To view jobs matching a saved search, select below and press the Load button.
To save a new search, first click search. You can save on the bottom of the results page.

No Saved Searches Load Delete

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us
Missouri Career Centers

Search Page:

This page gives seekers many different options to help them find an optimal job match.


Search By Location (1) allows searches by zip code, by distance from a zip code, by county, within a Career Center area, within a region (map), or statewide.

Search Details (2) allows seekers to select the desired wage, new jobs, days old, shift, availability, days or by newest, job title or location.

Search By Job Titles (3) allows seekers to search by all job titles, their desired job titles, or selected job titles of their choosing.

Saved Searches (4): Seekers can select the search criteria they prefer and then save the search so it can be recalled anytime they desire.

MissouriCareerSource.com Job Seeker Search Page



MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

HomeJob SeekerEmployerWorkforce Professional

HomeSearchReferralsSeeker InfoEmploymentEducationSkillsVeteran

Like your search results? Scroll to the bottom of this page to save this search so you can use it again in the future. Too many or not enough results? Refine your search by clicking on the close button below, or the search tab above.

Search Results

117 items found, displaying 1 to 30. [First] [Prev] 1, 2, 3, 4 [Next] [Last]

Job Title	#	Date	Location	Experience	Degree
LPN	7881941	1/5/2009	JEFFERSON CITY, MO, 65102	24 Months	None
Personal Care Aide	7881938	1/5/2009	JEFFERSON CITY, MO, 65102	12 Months	None
Registered Nurse	7881940	1/5/2009	JEFFERSON CITY, MO, 65102	24 Months	None
CNA	7881939	1/5/2009	JEFFERSON CITY, MO, 65102	12 Months	None
Data Coordination Planner	7878538	12/30/2008	JEFFERSON CITY, MO, 65102	36 Months	Masters
Tax Preparer	7858938	12/30/2008	JEFFERSON CITY, MO, 65109	36 Months	None
Bookkeeper/Clerical	7858639	12/30/2008	JEFFERSON CITY, MO, 65109	36 Months	High School Diploma
RESIDENTIAL LOAN COLLECTOR	7870138	12/29/2008	JEFFERSON CITY, MO, 65109		High School Diploma
JERK CHEF	7870039	12/29/2008	JEFFERSON CITY, MO, 65109	12 Months	None
Census Takers	7861540	12/26/2008	JEFFERSON CITY, MO, 65109		None
Relief Yardman - Jefferson City, MO	7858054	12/26/2008	JEFFERSON CITY, MO, 65104		None
Teller / Part Time (Jefferson City, MO)	7858029	12/26/2008	JEFFERSON CITY, MO, 65104		None
Assistant Branch Manager (Jefferson City, MO)	7858028	12/26/2008	JEFFERSON CITY, MO, 65104		None
FINANCIAL SALES Specialist	7856060	12/24/2008	JEFFERSON CITY, MO, 65101	1 Months	High School Diploma
TELLER/PART TIME	7856056	12/24/2008	JEFFERSON CITY, MO, 65101		High School Diploma
DECKHAND	7855438	12/24/2008	PADUCAH, KY, 65101		GED
relief yardman	7855638	12/24/2008	JEFFERSON CITY, MO, 65109		GED
Assistant Branch Manager	7855238	12/24/2008	JEFFERSON CITY, MO, 65101		Bachelors
Administrative Office Support Assistant	7848740	12/24/2008	JEFFERSON CITY, MO, 65109	48 Months	None
Census Takers	7846138	12/24/2008	JEFFERSON CITY, MO, 65109		None
Real Estate Examiner I	7845943	12/24/2008	JEFFERSON CITY, MO, 65109		Bachelors
PHARMACY INTERN	7851138	12/23/2008	JEFFERSON CITY, MO, 65109		None
IT Customer care technician	7846789	12/23/2008	JEFFERSON CITY, MO, 65104		None
OCCUPATIONAL HEALTH NURSE	7846603	12/23/2008	JEFFERSON CITY, MO, 65104		None
HUMAN RESOURCES ASSISTANT (MILITARY)	7846586	12/23/2008	JEFFERSON CITY, MO, 65104		None
EQUAL OPPORTUNITY ASSISTANT	7846575	12/23/2008	JEFFERSON CITY, MO, 65104		None
Customer Service Rep	7837339	12/22/2008	JEFFERSON CITY, MO, 65109		Bachelors
Teller	7837243	12/22/2008	JEFFERSON CITY, MO, 65109		GED
Special Education Supervisor	7832338	12/19/2008	JEFFERSON CITY, MO, 65102	36 Months	Bachelors
Education Supervisor	7832238	12/19/2008	JEFFERSON CITY, MO, 65102	36 Months	Bachelors

117 items found, displaying 1 to 30. [First] [Prev] 1, 2, 3, 4 [Next] [Last]

Save This Search

Modify a prior search you saved

No Saved Searches

Save

or ... Save as a new Search

Save New

Close

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Search Results Page:

When the seeker selects the desired search options and clicks the search button, the search results page displays search results. If there are too few or too many jobs in the list select the **Close** button and modify the search options to bring back more or fewer jobs.

Save Search:

Many job seekers will have search options they would like to use each time they visit the website and conduct job searches. To utilize this feature, searches can be named and saved. At the bottom of this page enter a name for the search and click the **Save New** button. Several different searches can be saved.

MissouriCareerSource.com Job Seeker Search Page

Missouri Career Source - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites

Address <https://train.missouricareersource.com/mcs/seeker/search/search.seek> Go Links SnagIt

Home Search Referrals Seeker Info Employment Education Skills Veteran

Job Lists

- by Region

Enter words to search for in jobs OR
Enter the Job Order Number

Search

Search By Location

☐ Search within Zip Code 65101

☐ Search within miles of Zip Code 65101

☐ Search within County Select a county

☐ Search within a Missouri Career Center Select a Missouri Career Center

☐ Search within Region Select a region use map

☒ Search Statewide

Search Details

Minimum Wage Hourly

New Jobs in Last days

Shift Any

Availability Any

Days Off ☐ Mo ☐ Tu ☐ We ☐ Th ☐ Fr ☐ Sa ☐ Su

Sort Jobs Newest Jobs First

Search

Search By Job Titles

☒ All job titles ☐ My desired job titles ☐ Select job titles

Search

To view jobs matching a saved search, select below and press the Load button.
To save a new search, first click search. You can save on the bottom of the results page.

Select Search to Load Load Delete

Select Search to Load

New Start

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us

Missouri Career Centers

Done Local intranet

start

Inbox - Micros... Windows Medi... MCS_JobSeek... MCS_JobSeek... Missouri Caree... Desktop 4:08 PM

Select Saved Search:

Find saved searches on the bottom left of the page. By clicking the arrow at “Select Search to Load”, a drop down listing of all saved searches will be available. Select the desired search and click the **Load** button. This will automatically enter all the search options and complete the search.

If you no longer need a saved search you can select it from the list and then click on the **Delete** button to delete it.

MissouriCareerSource.com Job Seeker Search Results/How to Apply Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills Veteran

Like your search results? Scroll to the bottom of this page to save this search so you can use it again in the future. Too many or not enough results - refine your search by clicking on the close button below, or the search tab above.

Search Results
7 items found, displaying all items.1

Job Title	#	Date	Location	Experience	Degree
Real Estate & Facilities (MO)	7813667	12/18/2008	JEFFERSON CITY, MO, 65104		None
Drilling Rig Supervisor (MO)	7813662	12/18/2008	JEFFERSON CITY, MO, 65104		None
Marketing Territory Manager / Field Merchandise Specialist (7813654	12/18/2008	JEFFERSON CITY, MO, 65104		None

Wage
Location
JEFFERSON CITY, MO, 65104

After an extensive formal and on-the-job training program to learn about the business unit's objectives, operating standards, and processes, the incumbent will supervise the day-to-day operations of a network of Exxon/Esso/Mobil associates and their sites. The main focus will be to maximize financial success of both ExxonMobil and the associate on a site-by-site basis, maintain high environmental standards and deliver industry-leading customer satisfaction. Examples specific responsibilities may include: - Recruiting and developing retailers/associates - Conducting market assessments - Executing marketing programs - Preparing business plans and expense budgets - Ensuring customer satisfaction objectives are met(JC9127248)

Open Date 12/18/2008 Close Date

Experience

Education

Skills

Shift

Availability

Days Off

Openings 1 Work Schedule

Lifting Capacity

Driver License None Endorsements

Job Benefits

Commission No

How to Apply

Civil Engineer (MO)	7813653	12/18/2008	JEFFERSON CITY, MO, 65104	None
Public Sector/Government Account Executive	7775112	12/15/2008	JEFFERSON CITY, MO, 65104	None
Management Trainee	7604238	11/25/2008	JEFFERSON CITY, MO, 65101	Bachelors
Market Channel Leader- International	7493338	11/17/2008	JEFFERSON CITY, MO, 65101	Bachelors

7 items found, displaying all items.1

Save This Search

Modify a prior search you saved New Start

or ... Save as a new Search

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Search Results—How to Apply:

To see more information about a job, click on the **Job Title (1)** and the page will expand and show more information about the job. Clicking again on the job title will hide the job information. You can have several different jobs expanded at a time.

Clicking on the “**How to Apply**” button will take the Job Seeker to that information page.

MissouriCareerSource.com Job Seeker Search Results/Referral Instructions Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search **Referrals** Seeker Info Employment Education Skills Veteran

Referral Instructions
ExonMobil
Website: For complete description and application instructions Click Here#4966_5951BR_MO_Dec_15_2008_11%3a10AM
For complete description and application instructions
https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp#4966_5951BR_MO_Dec_15_2008_11%3a10AM

Real Estate & Facilities (MO) / 7813667

Wage Location JEFFERSON CITY, MO, 65104

Global Real Estate & Facilities Advisor Provide all facility management services for regional offices in Dallas, Fairfax, Houston/Southwest, London, Brussels/Breda and Singapore. Support all other ExonMobil office facilities worldwide through our international facility management network. Provide all real estate services (except some Marketing real estate activities) for business units worldwide.. **Tenant Services Coordinator** GREF Tenant Services Lead: Day to day administrative duties, which include stewarding copiers, bottled water services, coffee service, client service requests, back up for the Beaumont Area Tenant Services Supervisor.(JC9127928)

Open Date 12/18/2008 Close Date

Experience

Education

Skills

Shift

Availability

Days Off

Openings 1 Work Schedule

Lifting Capacity

Driver License None Endorsements

Job Benefits

Commission No

Close


Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

How to Apply/Referrals Page:

When you find a job that interests you, click on the **How to Apply** button. If you qualify for the job the page will display the **Referral Instructions**. If you do not meet the qualifications for the job, the screen will display the criteria not met for qualification.

When you have reviewed the application/referral information, click on the **Close** button to return to the job search list.

MissouriCareerSource.com Job Seeker Search Results/Referrals Page



MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

HomeJob SeekerEmployerWorkforce Professional

HomeSearch**Referrals**Seeker InfoEmploymentEducationSkillsVeteran

Referrals

Job Title	Employer Name	Job Listed	Salary
Drilling Rig Supervisor (MO)	ExxonMobil	12/16/2008	
Civil Engineer (MO)	ExxonMobil	12/16/2008	
Public Sector/Government Account Executive	Sprint	12/11/2008	
Real Estate & Facilities (MO)	ExxonMobil	12/16/2008	
Real Estate Examiner I	DIVISION OF PROFESSIONAL REGISTRATION	12/22/2008	\$28,596.00 - \$30,096.00 Yearly
Market Channel Leader- International	ABB, INC.	11/17/2008	
Marketing Territory Manager / Field Merchandise Specialist (ExxonMobil	12/16/2008	
DECKHAND	INGRAM BARGE COMPANY	12/24/2008	\$139.00 - \$170.00 Daily
CONSUMER SOLUTIONS REPRESENTATIVE	EMBARQ	11/26/2008	\$11.00 Hourly
Sales Professional	TERMINIX	12/18/2008	\$30,000.00 - \$35,000.00 Yearly
Customer Service Rep	JEFFERSON BANK	12/22/2008	

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Referrals Page:

The **Referrals** tab will display all of the jobs for which the Job Seeker has received referral information. Click on a **Job Title** and it will expand the page and display the job detail information and referral instructions.

Referrals will only show on this page as long as a job is open. Once a job is no longer open the referral will be removed.

MissouriCareerSource.com Job Seeker Search Results/Referrals Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search **Referrals** Seeker Info Employment Education Skills Veteran

Referral Instructions
DIVISION OF PROFESSIONAL REGISTRATION
Email: realestate@pr.mo.gov
In Person: 3605 MISSOURI BOULEVARD
JEFFERSON CITY, MO, 65109
(573)751-2628
Phone: (573)751-2777
Fax: DIVISION OF PROFESSIONAL REGISTRATION
Mail: 3605 MISSOURI BOULEVARD
PO BOX 1339
JEFFERSON CITY, MO, 65109
Website: For complete description and application instructions [Click Here](#)

Real Estate Examiner I / 7845943
Wage \$28,596.00 - \$30,096.00 Yearly Location JEFFERSON CITY, MO, 65109
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: •Conduct complex compliance audits of real estate brokers and entities to verify that money held by these firms has been deposited in accordance with state regulations. In the course of these audits, an examiner must review various books, records, and other documents maintained by the licensee. •Complete and submit written reports to the MO Real Estate Commission as required. •Work under the direction of the funds collected with members and review deposits and account balances. •Examiners work from their homes and report the Jefferson City office as required. •Overnight travel is required in conjunction with this position. •Perform other related work as assigned. VIEW COMPLETE ANNOUNCEMENT AT [pr.mo.gov](#)
Open Date 12/24/2008 Close Date 1/8/2009
Experience Degree Required Bachelors
Education Skills
Shift Day
Availability Full
Days Off Sat, Sun
Openings 1 Work Schedule Example: 8 to 5 with an hour for lunch.
Lifting Capacity
Driver License Operators Endorsements
Job Benefits 401K, Dental Insurance, Education, Health Insurance, Holidays, Retirement Benefits, Sick Leave, Vacation
Commission No

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Referrals:

As long as a job listing is open, the Job Seeker may access it and get the Referral instructions. Job Seekers may access the Referrals page to find jobs for which they have been referred, but will still need to follow up and contact the employer based on the Referral instructions.

MissouriCareerSource.com Job Seeker/Seeker Info Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals **Seeker Info** Employment Education Skills Veteran

General Seeker Information
TONY T TIGER
Address
3333 STRIPED BACK WAY
JEFFERSON CITY, MO 65101
Can employers search for and view my resume? Yes
Email TTiger@hotmail.com
How to Contact Me
[edit general information](#)

Citizenship Information
US Citizen Yes
[edit citizenship information](#)

Availability
Minimum Salary
Commission/Piece Rate No
Full Time
Availability
Shifts Day, Evening
Will Work Saturdays No Will Work Sundays No
Will Live at Worksite No Lifting Capacity
Willing to Relocate
[edit availability information](#)

State Required Confidential
Currently Employed No Currently in School No
Disabled
Ethnicity/Race Seasonal Farm Worker No
Migrant Farm Worker No Migrant Food Processor
[edit state required information](#)

Transportation
Drivers License Standard Access to Vehicle No
Endorsements
[edit transportation information](#)

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Seeker Info Page:

The **Seeker Info** tab will display the **General Information**, **Citizenship**, **Availability**, **State Required Confidential** and **Transportation** information that was entered during the seeker registration process.

Use this page to change or update information that is no longer correct. Click the **Edit <blank> Information** link to change information in any of the five sections. When you click an **Edit <blank> Information** link you will see a page resembling that where the information was entered during the seeker registration process.

MissouriCareerSource.com Job Seeker/Employment Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info **Employment** Education Skills Veteran

Employment History

Employer Name	Job Title	Start Date	End Date	Resume	Options
Kellogg's, INC	Marketing Representative	1/1990		Y	edit delete
Kellogg's, INC	Marketing Representative	1/1990		Y	edit delete

[New Employment Record](#)

Desired Employment

Occupational Category	Year Last Worked	Months Experience	Options
Market Research Analysts	2008	84	delete
Marketing Managers	2008	96	delete

[Edit Desired Job Titles](#)

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Employment Page:

The **Employment** tab shows the Job Seeker their employment history and the desired job titles that were entered when they registered.

By selecting the **Edit** Option, the Job Seeker may change employment record information. By using the **Delete** Option, a Job Seeker may delete the record. To add new employment history, click the **New Employment Record** button. If the Job Seeker clicks this link, they are taken to a page much like the page where employment information was entered during the seeker registration process.

To add or change Desired Job Titles click the **Edit Desired Job Titles** button. Use the **Delete** link to remove the record.

MissouriCareerSource.com Job Seeker/Employment/Edit Desired Jobs Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info **Employment** Education Skills Veteran

Desired Job Titles

You may select up to 20 Desired Job Titles.
3 Desired Job Titles selected.

Search Tree All

Enter keywords to search for Job Titles: 24 Job Titles found.

Job Title	# of Jobs
Management Analysts	5
Emergency Management Specialists	0
Agricultural Sciences Teachers, Postsecondary	1
Office Clerks, General	64
First-Line Supervisors/Managers of Retail Sales Workers	38
Mental Health and Substance Abuse Social Workers	19
General and Operations Managers	17
Human Resources Managers	10
Mental Health Counselors	0

Selected Desired Job Titles

Job Title	Months Experience	Year Last Worked	Options
Marketing Managers	<input type="text"/>	<input type="text"/>	delete
Market Research Analysts	84	2008	delete
Marketing Managers	96	2008	delete

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us

Desired Job Title Search:

When the **Edit Desired Job Titles** button is selected, the Job Seeker is taken to the **Desired Job Titles** page. This page looks much like the page where Desired Job Titles information was entered during the seeker registration process.

Seekers can select **Desired Job Titles** using any of the three tabs on this page. The **Search** tab allows the seeker to find job titles by entering **keyword(s)** and then clicking the **Search** button (1). The search returns all job titles found for the **keyword(s)** in the employers' job title or description. Each **Job Title** has a column that shows the "**# of jobs**" available for that type of job.

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info **Employment** Education Skills Veteran

Desired Job Titles

You may select up to 20 Desired Job Titles.
2 Desired Job Titles selected.

Search **Tree** All

Architecture and Engineering Occupations
Arts, Design, Entertainment, Sports, and Media Occupations
Building and Grounds Cleaning and Maintenance Occupations
Business and Financial Operations Occupations
Community and Social Services Occupations
Construction and Extraction Occupations
Education, Training, and Library Occupations
Farming, Fishing, and Forestry Occupations
Food Preparation and Serving Related Occupations
Healthcare Practitioner and Technical Occupations
Healthcare Support Occupations

Selected Desired Job Titles

Job Title	Months Experience	Year Last Worked	Options
Market Research Analysts	84	2008	delete
Marketing Managers	96	2008	delete

Save Cancel

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us
Missouri Career Centers

Desired Job Title Tree Search:

The **Tree** tab allows the Job Seeker to view occupations by categories. Clicking on folders expands the groups and shows more specific titles. To add a job title to the Selected Desired Job Titles, click on a job title from the list (see arrow above). The number to the right of the occupation shows the number of Job openings statewide for that job title.

When a job title has been added it will show under **Selected Desired Job Titles**. If the seeker has work experience for that job they should enter the **Months Experience** and the **Year Last Worked**. Months Experience is a required field, even if the experience is zero.

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri

Home Job Seeker Employer Workforce Professional

Home Search Referrals **Employment** Education Skills Veteran

Desired Job Titles
You may select up to 20 Desired Job Titles.
2 Desired Job Titles selected.

Search Tree **All**

Job Title	# of Jobs
Accountants and Auditors	1
Actors	0
Adjustment Clerks	10
Administrative Services Managers	42
Advertising and Promotions Managers	9
Aerospace Engineers	4
Agricultural Equipment Operators	20
Agricultural Inspectors	1
Agricultural Sciences Teachers, Postsecondary	1
Agricultural Workers, All Other	8

Selected Desired Job Titles

Job Title	Months Experience	Year Last Worked	Options
Market Research Analysts	84	2008	delete
Marketing Managers	96	2008	delete

Save Cancel

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us
Missouri Career Centers

Desired Job Title All:

The **All** tab allows the seeker to see all job titles in the entire list. To add a job title to the Desired list, click a job title from the list.

Enter the **Months Experience** and the **Year Last Worked** and click on the **Save** button.

Use the **Delete** Option to remove a Job Title from the **Desired Job Titles** list.




Home	Search	Referrals	Seeker Info	Employment	Education	Skills	Veteran
Education History							
School Name	Degree	Completion Date	Major - Minor / Course of Study	Options			
Wayland Baptist University	Bachelors	5/1975	Business Administration/Management - History	edit	delete		
William J. Palmer High School	High School Diploma	6/1969	-	edit	delete		
New Education History							
Additional Education History							
School Name	Type of Education	Completion Date	Location	Options			
New Alternate History							
Licenses & Certifications							
Type	Lic. or Cert.	Received/Renewed	State	Options			
CPR	Certificate	8/2008	MO	edit	delete		
New Lic/Cert							

Education Page:

The **Education** tab shows the Job Seeker's **Education History**, **Alternate Education History** and **Licenses/Certificates** that were entered when they registered.

Select the **edit** or **delete** option to edit or delete a record. To add new education history, click the **New Education History** button. When you click a link you will see a page that resembles the page where Education information was entered during the seeker registration process. Follow the same procedure for adding **New Alternate History**. To add new license or certification history, click the **New Lic/Cert** button. When you click a link you will see a page that resembles the page where License/Certificate information was entered during the seeker registration process.



MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment **Education** Skills Veteran

Education History

*School Name: Missouri State University

*Degree Awarded: Masters

City: Springfield, MO

Country: USA

Completion Date: 05/1986 (ex: mm/yyyy)

Major: Business Administration/Management (change)

Minor: <Choose A Minor>

Save Cancel

Education History

School Name	Degree	Completion Date	Major - Minor / Course of Study	Options
Tiger Tech	Bachelors		Marketing - Business Administration/Management	edit delete

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

New Education:

When a Degree type is selected that has a Major or Minor, the seeker should select from the list by clicking the **<Choose A Major>** or **<Choose A Minor>** link. This will produce a drop down list of Majors or Minors. The Job Seeker may select the appropriate category and add it to their record.

Select the **Save** button and the Education record will be add to the list at the bottom of the page under **Education History**.

MissouriCareerSource.com Job Seeker/Skills Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education **Skills** Veteran

Skills

Bookkeeping / Accounting	Cash Handling	Cashier
Computer Literate	Conflict Management	Customer Service
Data Entry	EXCEL	General Office
Human Resources	Internet Knowledgeable	Microsoft Word
Power Point	Presentations	Print Shop
Quick Book For Windows	Retail Sales	Sales
Sign Language	Telemarketing	Ten Key
Windows		

[Edit Skills](#)

Additional Accomplishments

[New Accomplishment](#)

Testing

Work Keys Work Readiness Certificate	
Reading for Information	0
Applied Mathematics	0
Locating Information	0
Numeric Test	0
AlphaNumeric Test	0
Typing Gross	0
Typing Net	0
Typing Accuracy	0

This section will display information about typing / data entry test scores only if you have taken a Missouri Career Center administered test. Contact your local Missouri Career Center if this information is not correct.


Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Skills Page:

The **Skills** tab shows the **Skills/Equipment** and **Additional Accomplishments** that were entered when the Job Seeker registered. Tests that have been recorded in the system will show under the **Testing** section.

To add Skills/Equipment or Accomplishments, click the **Edit Skills/Equipment** or **New Accomplishment** button. When you click a link you will see a page that resembles the page where this information was entered during the Job Seeker registration process.

MissouriCareerSource.com Job Seeker/Skills Page



MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

[Home](#)
[Job Seeker](#)
[Employer](#)
[Workforce Professional](#)

[Home](#)
[Search](#)
[Referrals](#)
[Seeker Info](#)
[Employment](#)
[Education](#)
[Skills](#)
[Veteran](#)

Skill Tree

Please indicate the skills/abilities you can demonstrate to an employer upon referral. You can choose a maximum of 30 skills.

22 skills selected.

Admin Support / Office
☐ Banking
☒ Bookkeeping / Accounting
☐ Collections
☒ Data Entry
☒ General Office
☒ Human Resources
☐ Insurance
☐ Legal Terminology
☐ Medical Terminology
☐ Quarterly Taxes
☒ Ten Key

Computer Software
☐ DBASE
☒ EXCEL
☐ LINUX
☐ LOTUS/LOTUS Notes
☒ Microsoft Word
☐ Peachtree
☒ Power Point
☐ Presentations
☒ Print Shop
☐ Quattro-Pro
☒ Quick Book For Windows
☐ UNIX
☒ Windows

Construction / Industrial
☐ Backhoe/Trackhoe
☐ Blueprint Reading
☐ Bulldozer/Grader
☐ Cabinetry
☐ Carpentry
☐ Cement
☐ Crane Operator
☐ Drywall
☐ Electrical
☐ Forklift
☐ Machining
☐ Mining
☐ PLC (Program Logic Control)
☐ Solder by Hand

Equipment Owned
☐ Carpentry Hand Tools
☐ Cement Tools
☐ Drywall Tools
☐ Electrical Tools
☐ Hard Hat
☐ Machining Tools
☐ Mechanic Tools
☐ Own Truck
☐ Painting Tools
☐ Plumber Tools
☐ Sheet Metal Tools
☐ Steel-toed Boots
☐ Welding Tools

General
☒ Computer Literate
☐ Industrial Truck Driver
☒ Internet Knowledgeable
☐ Interstate Truck Driver
☐ Local Truck Driver
☒ Sales
☐ Technical Writing
☒ Telemarketing
☐ Warehouse / Production

Languages You Are Fluent In Other Than English
☐ Arabic
☐ Bosnian
☐ Chinese
☐ French
☐ German
☐ Hindi
☐ Hmong
☐ Italian
☐ Japanese
☐ Korean
☐ Portuguese
☐ Russian
☐ Samoan
☒ Sign Language
☐ Somali
☐ Spanish
☐ Swahili
☐ Tagalog
☐ Ukrainian
☐ Vietnamese

Programming Tools
☐ Access
☐ C++
☐ COBOL
☐ DELPHI
☐ Dream Weaver
☐ Flash
☐ Front Page
☐ HTML
☐ JAVA
☐ Oracle Database
☐ Visual Basic
☐ XML

Service Industry
☒ Cash Handling
☒ Cashier
☐ Child Care
☒ Conflict Management
☒ Customer Service
☐ Food Preparation
☐ Food Service
☐ Janitorial / Cleaning
☒ Retail Sales

Welding
☐ Aluminum Welding
☐ MIG Welding
☐ Pipe Welding
☐ Stainless Steel Welding
☐ Structural Steel Welding
☐ TIG Welding

Save


Add or Delete Skills:

When the **Edit Skills** button is selected on the Skills tab, the Job Seeker will view this page which resembles the page where Skills information was entered during the J registration process.

Up to 30 Skills can be selected. The counter at the top of the page will show how many skills have been selected.

[Logout](#) | [Missouri Career Source Home](#) | [State of Missouri](#) | [Department of Economic Development](#) | [Division of Workforce Development](#) | [Privacy Policy](#) | [Contact Us](#) | [Missouri Career Centers](#)

MissouriCareerSource.com Job Seeker/Veteran Page



MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills **Veteran**

Veteran Information

Veteran Type

☒ Not a Veteran

☐ Service connected disability, 30% or more

☐ Service connected disability, less than 30%

☐ Veteran

☐ Member of a Guard or reserve unit that was activated under a presidential order under Title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

Was your enlistment ended due to disability? ☐ Yes ☒ No

Campaign Badge ☐ Yes ☒ No

Are you a Spouse of a Veteran who; (a) was killed in Action or is currently listed as missing in action, or (b) died because of a service connected disability, or (c) is 100 percent disabled because of a service related injury. Use veterans' service dates.

☐ Yes ☒ No

Are you a Missouri citizen who is the spouse of a currently deployed National Guard or Reserve member or whose spouse returned from deployment within the past year? ☐ Yes ☒ No

Transitioning Veteran Type

Choose **Discharge** if your projected date of separation for discharge is in the next 12 months. Choose **Retirement** if you projected date of separation for retirement is in the next 24 months.

Branch of Service

Service Dates - (ex: mm/dd/yyyy - mm/dd/yyyy)

Press the save button to enter more veteran service dates

Are you a homeless veteran? ☐ Yes ☐ No

Save

Veteran Page:

The **Veteran** tab allows the Job Seeker to view the veteran status that was entered when they registered.

If the veteran status has changed, make appropriate updates. When the Veteran information is edited and current, select the **Save** button and the record will be updated.

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

MissouriCareerSource.com Job Search w/o Login Page



The screenshot displays the MissouriCareerSource.com website interface. At the top, there is a logo on the left and the text "MissouriCareerSource.com Where Talent and Opportunities Meet" in the center. To the right, it says "State of Missouri -". Below this is a green navigation bar with links: Home, Job Seeker, Employer, and Workforce Professional. Underneath is a blue bar with more links: Home, Search, Referrals, Seeker Info, Employment, Education, Skills, and Veteran. The main content area is titled "Job Lists" with a sub-link "by Region". It prompts the user to "Enter words to search for in jobs OR Enter the Job Order Number" and provides a search box with a "Search" button. Below this are two sections: "Search By Location" and "Search Details". The "Search By Location" section includes radio buttons for "Search within Zip Code", "Search within miles of Zip Code", "Search within County", "Search within a Missouri Career Center", and "Search within Region", each with corresponding input fields or dropdown menus. There is also a "Search Statewide" option and a "use map" link. The "Search Details" section includes fields for "Minimum Wage", "New Jobs in Last" (with a "days" dropdown), "Shift", "Availability", "Days Off" (with checkboxes for Mo, Tu, We, Th, Fr, Sa, Su), and "Sort Jobs" (with a "Newest Jobs First" dropdown). A "Search" button is at the bottom of this section. Below these sections is a "Search By Job Titles" section with radio buttons for "All job titles" and "Select job titles", and a "Search" button. At the bottom of the main content area, there is a note: "To view jobs matching a saved search, select below and press the Load button. To save a new search, first click search. You can save on the bottom of the results page." Below this note are dropdown menus for "No Saved Searches", "Load", and "Delete". At the very bottom of the page, there is a footer with links: Missouri Career Source Home, State of Missouri, Department of Economic Development, Division of Workforce Development, Privacy Policy, Contact Us, and Missouri Career Centers.

Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Job Search w/o Login:

If a Job Seeker does not want to register in the system, they can still search for jobs by clicking the “**Browse Job Openings**” link on the Login page. This will allow them to see job openings without registering but will **not** give them referral instructions. The search looks the same as when a seeker is logged into the system but clicking on any of the other tabs will take the user back to the login page.

MissouriCareerSource.com Reset Password Page

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Reset Seeker Password

Please enter the following information to retrieve your username and reset your password.

* Name:

* SSN:

* Confirm SSN:

* Date of Birth: (ex: mm/dd/yyyy)

* New Password:

* Confirm Password:

Reset Employer Password

Please enter the following information to retrieve your username and reset your password.

FEIN: (9 Digits XXXXXXXXXX)

UIID: (6 Digits XXXXXX)

* Username:

* New Password:

* Confirm New Password:

If you need assistance, please contact a local Missouri Career Center.

Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Reset Password:

From the Login page, click the forgot **Username/Password**. **Job Seekers** should enter their information in the top section of the screen (arrow above) and click **Submit**.

MissouriCareerSource.com Reset Password Page



MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri -

[Home](#) [Job Seeker](#) [Employer](#) [Workforce Professional](#)

Reset User Password
Your password has been successfully reset.

Username: JBSKR
Password: *****
[Login Now](#)

[Logout](#) | [Missouri Career Source Home](#) | [State of Missouri](#) | [Department of Economic Development](#) | [Division of Workforce Development](#) | [Privacy Policy](#) | [Contact Us](#)
[Missouri Career Centers](#)

Reset User Password:

Once the Job Seeker enters their information on the **Reset User Password** page and the information matches with that on file, they will see this confirmation page displayed. It will post their Username and indicate the new password which they just entered is now saved in the system.



Helpful Hints

- All job seekers see all job orders. This does not mean all job seekers are qualified for all job orders, nor will all job seekers have access to referral information for all job orders. Job order matching criteria possess some of the exclusionary fields that may prevent qualification (i.e. shift, Driver's License, etc.). Job Seeker matching criteria may also prevent the job seeker from appearing when an employer conducts a job seeker search (i.e. specifying a wage too high, not willing to work weekends, etc.).
- It is vital to add as many desired positions as possible – including any jobs for which the Job Seeker is qualified and wishes to seek employment.
- It is important to recognize that when the employer specifies an experience requirement, it matches to the “Desired Job Titles” Months Experience field and not the actual work experience information entered.
- If the Job Seeker has some college but no degree, it is important to list the high school education. Otherwise, the system will not recognize that they have finished high school and greatly limit job matches.
- The Resume/Profile is a direct reflection of the information in a Job Seeker's MissouriCareerSource account. Any changes made to the Seeker Info, Employment, Education, or Skills tabs are immediately reflected on the profile.
- Printing or viewing the profile may be blocked by a “Pop-up Blocker.” The Resume/Profile opens in a new window, and Internet Explorer often sees this as a popup.
- On the Job Seeker Home Page, in the lower left of the screen under General Information, is “Do you want DWD to notify you about job openings?” If the Job Seeker clicks the Yes radio button, they will be notified of job openings for which their qualifications match.
- Returns on job searches are listed by default “Newest First.” The order in which jobs are listed can be changed by clicking the links at the top of the listing (i.e. salary, job listed, etc).
- In many cases, the Job Seeker may choose to search only by zip code, allowing all open job orders to be displayed. After the list for that search area has been reviewed, it is an easy matter each day to examine only the new orders appearing at the top of the list.
- Any “Referrals” which the Job Seeker has acquired in their record page may appear to be new job orders. However, these job orders may have closed. These Referrals, including the contact information, will still be accessible to the Job Seeker even though the job orders are no longer open.